Atlantic Division
Naval Facilities Engineering Command

# FSC BULLETIN

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## Contractor Performance Assessment Reporting System (CPARS)

The FAR requires evaluation of past performance information (PPI) in all source selections for negotiated competitive acquisitions expected to exceed $5,000,000 for Systems Operations Support or $1,000,000 for all other acquisitions (FAR 15.304). FAR 42.1502 requires the collection of past performance information based on the same thresholds, however, the NAVFAC P-68 requires the collection of past performance information for all contracts and task or delivery orders $100,000 and greater. The FAR leaves the detailed procedures for PPI collection up to the individual agencies.

The Navy provided guidance on the collection and use of PPI through the use of the Contractor performance Assessment Reporting System (CPARS). In addition, the Navy created a central electronic repository for this information, which goes by the same title (CPARS). The Navy CPARS is a web-enabled application that facilitates input and use of contract performance data for source selection purposes. Each individual involved in the process, including the program or Project Manager, the Contracting Officer, and the Contractor or Contractor's Representative, can input information relative to the Contractor's performance during a specific period of time via the on-line database. Use of the information for source selections is facilitated through specific time limited user IDs and passwords. All of this is coordinated through a central focal point for each activity or field location.

The Navy CPARS system will be used to prepare performance evaluations for facilities support and service contracts (FSC), supply, and information technology contracts. In the NAVFAC world, CPARS will mainly be used for FSC. CPARS does not apply to A&E and Construction contracts. CPARS is also applicable to combination service and construction contracts if the Davis-Bacon Act portion of the work constitutes less than 50% of the dollar value of the contract. The initial CPAR evaluation should reflect the first 180 days of performance under the contract. Additional evaluations should follow at annual intervals (option year midpoints), unless the Contractor's performance necessitates an "out-of-cycle" report. The final CPAR should be prepared when the contract is completed or terminated and should not be cumulative.

The Navy's general guidance for preparing CPAR evaluations can be found via the Internet at **www.nlscptsmh.navsea.navy.mil/cparsdoc.htm**. The procedure manual for using the Automated Information System can be accessed at **www.nlscptsmh.navsea.navy.mil/cparman.htm**. For further information, contact your local focal point or the LANTOPS CPARS focal point, Ms. Faith Hill, at DSN 262-4137, (757) 322-4137, or email **hillfa@efdlant.navfac.navy.mil**.

# A Cure for Estimating Predicament Syndrome (EPS?)

Perhaps a new ailment yet unrecognized by the AMA, outbreaks of EPS have reportedly been plaguing activity FSC offices. It's high time we "field surgeons" come to your aid! We published past Bulletin articles stressing the usefulness, institutional use, and source of EPS (actually termed, "Engineered Performance Standards"), see our Summer 95, Jan/Feb/Mar 94, and Oct/Nov/Dec 93 issues. NAVFAC P-68, 46.407-100 mandates that we insert NAVFAC clause FAC 56252.246-9304, ESTIMATING THE PRICE OF NONPERFORMED OR UNSATISFACTORY WORK (JUN 1994) into Section E of our FSCs. It states in part, *"Engineered Performance Standards (EPS) or other estimating sources may be utilized to estimate the cost of nonperformed work or the costs which would be incurred in remedying unsatisfactory work"…A list of Engineered Performance Standards is contained in Attachment J-[fill in blank]."* However, the "surgeon general" discontinued the upkeep and staffing of the EPS Program effective 30 September 1997. This creates a predicament whereby the NAVFAC clause proposes EPS as the primary (but not only) estimating source, but that source is no longer officially published or maintained.

We still continue to recognize the necessity of all available estimating tools in identifying costs of recurring work. To remedy this "illness", we recommend that single and multi-function FSCs specify use of R. S. Means, Inc. (or similar) cost data books, since time standards are based on nationally averaged, normal "labor hours" most easily understood by contractors. R.S. Means, Inc., has begun inclusion of limited preventive maintenance (PM) and "general" (recurring) maintenance costs and associated time standards in its Facilities Maintenance and Repair Cost Data book, a "first-of-its-kind" publication introduced in 1994. However, whenever the situation dictates, equivalent labor hours can be derived from pure "craft hours" listed for various tradework in EPS Handbooks by applying a General Data Factor markup for miscellaneous non-productive/lost time. We also recommend that you include the Sample Attachment J-E___ shown at the back of this bulletin. The internet address is the only known source for EPS data.

Use of EPS, as well as comparable contractor membership estimating guides, in FSCs will continue to be covered in our Cost Estimating for FSC Contracts Course, and we invite your interest in attending this no-cost, highly acclaimed training. Contact Bill Gasser, Code 1621B, at (757) 322-4658, for further information.

# Uniform Contract Format

The Uniform Contract Format has been updated and is current to Change 97-04 of the new Federal Acquisition Regulation (FAR) and Change 91-13 of the Defense Federal Acquisition Regulations Supplement (DFARS). If you would like an electronic copy of the UCF, please contact Nancy Williams at DSN 262-4669, commercial (757) 322-4669 or at the eMail address of **williamsnl@efdlant.navfac.navy.mil**. The UCF will be sent out on floppy diskette or by eMail on the Internet. There are no hardcopies available. The UCF also resides on the LANTNAVFACENGCOM Internet Homepage which can be found at **www.efdlant.navfac.navy.mil/lantops_16/home.htm**. Once you are on this page, click on the "Download" button found on the left side of the page and a listing will be available of all the information you can download. (NOTE: the ".../lantops_16/..." shown above is not separated by a space but rather by an underline.)

# Y2K Compliant?

By now, just about everyone has heard about the possible earth shattering event that may occur if our information technology is not compliant with the Year 2000. How could this affect our contracts? "Year 2000 compliant," as defined in FAR Part 39, means, with respect to information technology, that the information technology accurately processes date/time data (including, but not limited to, calculating, comparing, and sequencing) from, into and between the twentieth and twenty-first centuries, and the years 1999 and 2000 and leap year calculations, to the extent that other information technology, used in combination with the information technology being acquired, properly exchanges date/time data with you.

First of all, does it affect our contracts? FAR defines Information Technology as any equipment, or interconnected system(s) or subsystem(s) of equipment that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information by the agency. As you are probably aware, many of our buildings under Facilities Support Contracts are monitored by Energy Monitoring Control Systems (EMCS) that could be affected by Y2K. Other systems such as Water, Wastewater, and Electrical contain embedded components that could also be affected. It is mind boggling to think that these critical systems may not be able to communicate with other Y2K systems on 1 January 2000. Extensive inventorying and evaluation are underway at most major commands to determine Y2K compliance and course of action to fix then test noncompliant equipment and systems. To date, LANTDIV is performing an inventory involving ROICC embedded facilities to identify potential Y2K problems.

FAR Part 39 states that when acquiring information technology that will be required to perform date/time processing involving dates subsequent to December 31, 1999, agencies shall ensure that solicitations and contracts --

(a)(1) Require the information technology to be Year 2000 compliant; or

(2) Require that non-compliant information technology be upgraded to be Year 2000 compliant prior to the earlier of ---

(i) The earliest date on which the information technology may be required to perform date/time processing involving dates later than December 31, 1999, or

(ii) December 31, 1999; and

(b) As appropriate, describe existing information technology that will be used with the information technology to be acquired and identify whether the existing information is Year 2000 compliant.

Unfortunately, as of this date, a Y2K clause requiring compliance does not exist. However, the above FAR 39.106 language should be considered for incorporation into all new solicitations/contracts that involve any type of information technology and embedded system components that will be required to perform date/time processing of dates subsequent to December 31, 1999. This language should also be considered when replacing systems under an existing contract. To address the Y2K problem in embedded systems for facilities, Interim Technical Guidance was distributed and placed on the NAVFAC Criteria web site. To check affected equipment (by guide specification number), you may want to refer to the criteria web site as follows: **http://www.efdlant.navfac.navy.mil/Lantops_15/home.htm.**

This site also includes additional Y2K wording that is being used in all construction contracts and may be considered for other types of contracts as applicable. For more information on Y2K compliance for construction projects, contact Mr. Richard Paradis, P.E. at DSN 262-4447/757-322-4447. Also, contractors should be required to provide certification that the information technology provided is Y2K compliant.

# Source Selection With a Performance Based Specification

There is a difference in conducting technical evaluations of proposals submitted in response to an RFP with a performance based specification when compared to a detailed or "how to" specification? In a detailed specification we tell the contractor what to do, where to do it, and when to do it. Therefore evaluating items such as labor becomes a fairly routine and uncomplicated set of calculations to determine if the contractors proposed workforce is reasonable in quantity and skills. Also, since we prescribe when and how to do the work, evaluating proposed equipment and other resources are fairly uncomplicated. However, in a true performance based specification what to do, where to do it, and when to do it, is left up to the contractor as long as they provide the minimum amount of reliability or availability for the equipment and systems included in the specifications. Each contractor will most likely propose a different work management approach to meeting the requirements of the specification. Different approaches to performing the work by offerors will require different types and amounts of resources (labor, material, and equipment). For example, in a Sewage Treatment Plant and Disposal contract one proposer might offer an average operational plan and extensive preventive maintenance (PM) program with an expected low incidence of breakdowns requiring repairs (service calls). Another proposer may offer a minimal operational plan, almost non-existant PM program with a large workforce to perform breakdown repairs at a moments notice. These two proposals represent opposite ends of the spectrum in maintenance management. What is probably most desired by Government is an approach somewhere between these two proposals.

What kind of information should we require in the Technical Proposals from these offerors to help us select the contractor whose approach to the work is the best? "Best" in this instance includes system reliability, cost, and what the contractor will do when the system is out of service. Information we should require contractors to submit in their proposals should include the following:

a) a clear statement of the level (percentage or hours) of reliability or availability they intend to provide for the equipment or systems included and how they propose to integrate operational work, PM work and repairs to achieve the reliability or availability;
b) the amount of labor effort (Full Time Equivalents) they intend to provide for 1) operations, 2) preventive maintenance and 3) repairs for each functional area or contract line items requiring similar skills, and the totals for Fixed Priced Work and Indefinite Quantity Work;
c) and exactly what they propose to do (labor, equipment, etc.) when the equipment or system is out of service to allow the Activity to continue functioning.

If preventive maintenance or operations of equipment or system is really important, you can have proposers provide a complete and ready-to-implement PM or operations plan for a particular system as a part of the proposal. Let them know this plan will be the standard that all other plans will be held to when being submitted after award and prior to payment.

# Keeping Your Reference Publications Current

The most recent changes are:

| | | |
|---|---|---|
| FAR | 97-09 | (30 OCT 98) |
| DFARS | 91-13 | (9 MAR 98) |
| NAPS | | (AUG 97) |
| P-68 | | (NOV 98) |
| MO-327 | CH 94-01 (Pending) | (JUL 94) |

# Automated Quality Assurance Surveillance (AQAS) System

AQAS was developed to provide a MICROSOFT windows based program for recording data in the surveillance of Contractor performance on Facilities Support Contracts. The AQAS program expands on the surveillance features currently available in the Field Office Consolidated System (FOCAS). AQAS is structured to allow Quality Assurance Evaluators to automate their findings, generate reports and analyze Contractor performance.

- The AQAS software is authorized for use by any Government Agency. There are no restrictions on the number of copies that may be reproduced or used.
- AQAS is available for free at the internet homepage **http://focas.navfac.navy.mil/aqas/** to any user who has internet access. There is a registration process on the "download" page which must be completed before you can download the program.
- The installation feature at the website provides the option of downloading the program for future installation or installing it directly from the site.

AQAS is designed to operate on a stand-alone computer. A networked office may additionally choose to maintain one central database on a network server and preservation of data files into one region.

**Hardware Requirements**

- Stand-alone or Work Stations:
  486 computer with 8 MB RAM (minimum)
  Disk Drive with 5 MB available space (space dependant on database size)
  500 KB available RAM capacity
  VGA color monitor
  Optional printer
- Network Server:
  100 Mhz Pentium computer with 64 MB RAM
  SCSI or EIDE disk drive
  Uninterruptible Power Supply (UPS)
  40 MB hard disk space available
  Network printer

**Software Requirements**

- AQAS requires Win95 or Win 98 operating system to be installed on stand-alone or work station computers. The program execution files should reside on the drive of the computer being used to assess AQAS with the option of placing the database file on the local drive, or on a network drive for shared use.

AQAS is a menu driven system with 11 named buttons that individually open specific function screens. Only one function can be open at a time. Some of the items included in these functions include:

a. Contract Information and Performance Requirements
b. Contractor Information
c. Locations and Schedules
d. Staffing Calculations
e. Unscheduled Services
f. Surveillance Results
g. Customer Complaints
h. Performance Deficiencies
i. Contract Discrepancies
j. Payment Analysis
k. System Administrator

There are extensive “help” features built into AQAS. If you would like any more information on AQAS, please call Charles Buck at (DSN) 262-4663 or commercial (757) 322-4663.

## FY-99 Facility Support Acquisition Courses By LANTDIV Code 162

The dates for FY 99 courses are indicated below. For more information, please call Keith Roberts at (757) 322-4666.

**Quality Assurance Evaluator (QAE) Training** (5 Days)
05-09 April 1999
12-16 July 1999

**Cost Estimating for Facility Support Contracts (FSCs)** (4 Days)
02-05 March 1999

**Facility Support Contract Development Course** (5 Days)
07-11 June 1999

**Quality Assurance Workshop** (3-5 Days)
(On-site upon request)

**Small Purchase Technical Requirements** (5 Days)
(On-site upon request)

**Safety and Health Course for Facility Support Contracts (FSCs) (Self-Paced)**
Correspondence

## NFCTC FY-99 NAVFAC Specialty Courses

For more information, contact Karen Freeman at (757) 322-8275 or Fax (757) 322-8284.

**Cost Reimbursement Contracting (Environmental)**
(CTC – 423) (5 Days)

**Facilities Support Contracts**
(CTC – 337) (3 Days)

**Fixed Price Contracting (Architect & Engineering)**
(CTC – 466) (5 Days)

**Technical Evaluation Board**
(CTC – 315) (2 Days)

**Source Selection**
(CTC – 415) (2 Days)

## NFCTC FY-99 DoD Mandatory Courses

**Basics of Contracting**
(CON – 101) (19 Days)

**Principals of Contract Pricing**
(CTC – 104) (14 Days)

**Intermediate Contracting**
(CON – 202) (19 Days)

**Simplified Acquisition Procedures**
(CON – 237) ( ___ Days)

**Architect Engineering Contracting**
(CON – 243) (5 Days)

**Construction Contracting**
(CON – 244) (5 Days)

**Executive Contracting**
(CON – 301) (5 Days)

**Management for Contracting Supervisors**
(CON – 333) (5 Days)

**Contingency Contracting**
(CON – 234) (9 Days)

**Intermediate Contract pricing**
(CON – 204) (10 Days)

**Government Contract Law**
(CON – 210) (10 Days)

For more information, contact Karen Freeman at (757) 322-8275 or Fax (757) 322-8284.

# List of Engineered Performance Standards (EPS) Handbooks

| Handbook No. | Craft |
|---|---|
| 01 | General |
| 02 | Carpentry |
| 03 | Electric, Electronic |
| 04 | Heating, Cooling, Ventilation |
| 05 | Janitorial |
| 06 | Machine Shop, Machine Repairs |
| 07 | Masonry |
| 08 | Moving, Rigging |
| 09 | Paint |
| 10 | Pipefitting, Plumbing |
| 11 | Roads, Grounds, Pest Control, and Refuse Collection |
| 12 | Sheet Metal, Structural Iron & Welding |
| 13 | Trackage |
| 14 | Wharfbuilding |

EPS handbooks are available in electronic format from the following Naval Facilities Engineering Command internet source:

http:/www/efdlant.navfac.navy.mil/lantops_16/home.htm

(select “Download”)